

Suggested Language for letter to the Social Security Administration from  
F-1 Student's ON-CAMPUS EMPLOYER (Verifying Employment)

(Typed or written on official school or departmental letterhead, and  
containing the employer's original signature)

To Whom It May Concern:

This is evidence of on-campus employment for:

\_\_\_\_\_  
**(Name – F-1 Student)**

**Nature of Student's Job:** (e.g. waitstaff, library aide, research assistant, etc)

\_\_\_\_\_  
Start Date: \_\_\_\_\_ Number of Hours/Week \_\_\_\_\_

Employer Contact Information:

\_\_\_\_\_  
**(Employer Telephone Number)**

\_\_\_\_\_  
**(Student's Immediate Supervisor)**

Employer Signature (Original): \_\_\_\_\_

Signatory's Title: \_\_\_\_\_

Date: \_\_\_\_\_